



# Job Action Form

Job Title: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Cost Center: \_\_\_\_\_ Desired Start: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Probation Period: \_\_\_\_\_

**Position Type:**

☐ Regular

☐ Full-Time Union

☐ Part-Time Union

☐ Provisional

☐ Substitute

☐ Seasonal

☐ Elected Official

☐ Charter Appointment

☐ Part-Time

PELRA Exempt (Non-Union)

☐ 13.5 hours/week

☐ 13.0 hours/week

☐ Temporary

☐ 67 Day

☐ 100 Day Student

**Action:**

☐ Promote

☐ Demote

☐ Reclassify

☐ Transfer

☐ Rehire

☐ New Hire

☐ Return from LOA

☐ Bumping Rights

**Unit:**

☐ Basic

☐ Confidential

☐ Fire

☐ Police

☐ Supervisory

**Vacancy Reason:**

☐ Retirement

☐ Resignation

☐ Termination

☐ LOA

**Cost Allocation:**

Fund-Dept-Div-Cost Center

Object #

%

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**For Human Resources Use Only:**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Veteran: ☐Y ☐N Marital Status: ☐S ☐M ☐D ☐W

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Tax Status: \_\_\_\_\_ Citizenship: \_\_\_\_\_

JTN# \_\_\_\_\_ PCN# \_\_\_\_\_ SC# \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Approval:**

\_\_\_\_\_  
Budget Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date



DATE: \_\_\_\_\_

TO: Lisa Potswald

FROM: \_\_\_\_\_

SUBJECT: Job Action Form

The attached Job Action Form is being submitted for the following reason:

- ☐ New Position
- ☐ Reclassification (see attached documentation)
- ☐ Bumping Rights Exercised (see attached documentation)
- ☐ Vacancy (see documentation below)

This \_\_\_\_\_ position was filled by \_\_\_\_\_,  
(Job Title) (Name of Former/Current Incumbent)

and will become vacant due to the incumbent's (check one below):

- ☐ Retirement
- ☐ Promotion
- ☐ Resignation
- ☐ Demotion
- ☐ Leave of Absence
- ☐ Bumping from position per contract layoff language

☐ Other; indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_